



# CITY OF ATLANTA

## Job Announcement

### HUMAN RESOURCES ASSISTANT

**STARTING SALARY: \$33,388**

**Salary Grade: 14**

**Applications Accepted From: December 27, 2005 until December 30, 2005**

#### Minimum Job Requirements

Persons applying must have an Associate's degree in Public or Personnel Administration or related field and two years of paraprofessional human resources experience. Typing proficiency of at least 25 wpm is required.

Equivalent combinations of education and experience will be considered under prescribed guidelines. No substitution will be allowed for a high school diploma or GED.

#### Duties of the Job:

This employee provides administrative and secretarial support for the Department of Human Resources (HR); assists in the preparation and computer entry of HR transactional documents; performs work assignments for special projects; performs general administrative functions such as answering phones and preparing documents; staffs the applicant intake area; responds to questions, complaints, and requests for information by telephone, in person, or by mail; and performs related duties, as assigned.

#### To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent to individual job applicants.**

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience and a Typing Test.

Applicants who meet the above requirements are placed on the eligible register in three categories: highly qualified, well qualified, and qualified.